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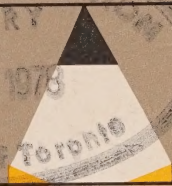
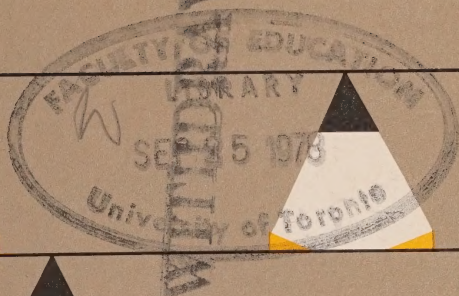
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Correspondence Courses/
Cours par correspondance
1978-79



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Ministry
of
Education

Ministère
de
l'Éducation

Hon. Thomas L. Wells
Minister

Thomas L. Wells
Ministre

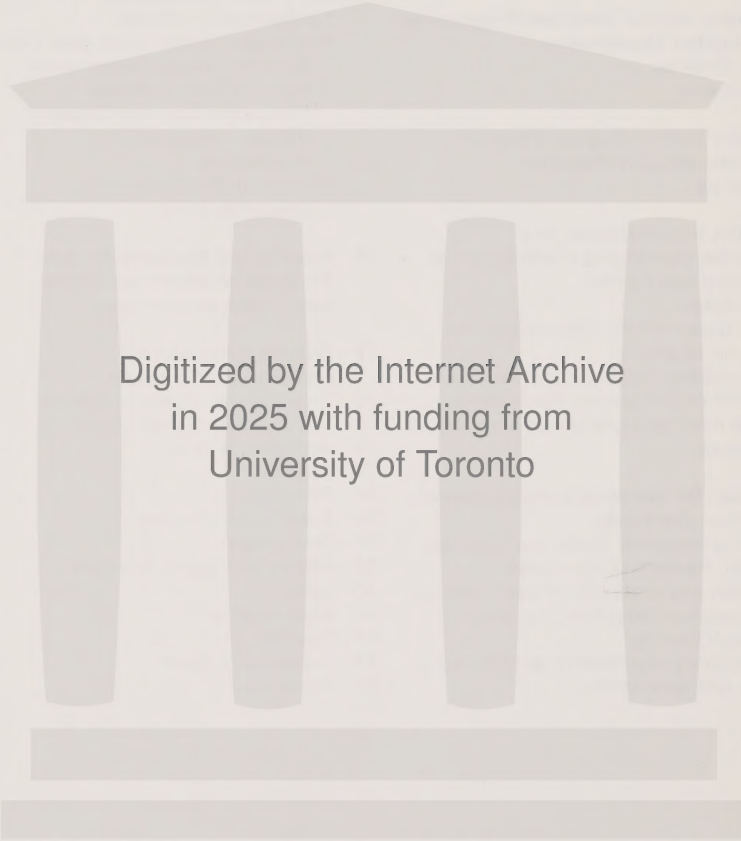
Correspondence Courses/ Cours par correspondance 1978-79

Correspondence Education Branch
909 Yonge Street
Toronto, Ontario M4W 3G2
(416) 965-2657

Direction de l'enseignement
par correspondance
909, rue Yonge
Toronto (Ontario) M4W 3G2
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Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry promotes a wide range of opportunities to enable all individuals, whether they are of school age or older, and whether they are at school or out of school, to obtain a worthwhile education and to have access to further educational experiences consistent with their personal needs and the needs of society.

The Ministry offers residents of Ontario a program of elementary and secondary school correspondence courses, available free of charge throughout the year. A large number of school-age and adult students with varying backgrounds and objectives benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to a university, college or training course, or seek a promotion in their employment; individuals who wish to study subjects related to their interests, hobbies, or employment for personal satisfaction; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; and students who are unable to attend school because of medical reasons or distance from school.

Counsellors are available to advise applicants and enrolled students about course selection, diploma requirements, career planning, and post-secondary educational opportunities. Those in need of assistance are invited to write, telephone, or visit the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des Ontariens. Le ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Le ministère offre donc aux personnes domiciliées en Ontario un programme de cours par correspondance aux paliers élémentaire et secondaire. Un programme complet de matières correspondant aux cours élémentaires de la 1^{re} à la 8^e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours en français qui s'échelonnent de la 9^e à la 13^e année. Ces cours sont gratuits et offerts toute l'année. Un grand nombre d'élèves et d'adultes aux antécédents et aux objectifs très variés profitent des cours par correspondance : adultes qui désirent améliorer leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir une promotion au travail; personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; élèves du cycle supérieur des études secondaires qui désirent suivre des cours supplémentaires; élèves temporairement absents de la province qui souhaitent assurer la continuité de leurs études; élèves, enfin, qui sont dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Les personnes désireuses de s'inscrire aux cours par correspondance et celles qui le sont déjà peuvent se renseigner auprès de notre service d'orientation quant au choix de leurs cours, aux modalités à suivre, à l'obtention des diplômes et aux programmes d'études. Nous les invitons à écrire, téléphoner ou se rendre à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2.

Elementary School
Program/Programme
offert au palier
élémentaire



Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Textbooks are provided on loan and must be returned when pupils complete or discontinue the courses for which the books were provided. Other necessary supplies are also provided free of charge.

A child living in Ontario who is between six and sixteen years of age, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. An individual normally resident in Ontario and temporarily domiciled outside the province may participate in the Correspondence Education program for a maximum of three years.

Parents wishing to apply for elementary school enrolment for a child should complete and return Application Form A to the Correspondence Education Branch, together with the child's last school report and a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for the child not being able to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for the enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to the liaison person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, pre-

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Les manuels scolaires sont prêtés sans aucuns frais et doivent être rendus lorsqu'un cours est terminé ou abandonné. Nous donnons aussi d'autres fournitures scolaires nécessaires.

Tout enfant âgé de six ans ou plus, mais de moins de 16 ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera reconsidérée au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Toute absence de plus de trois ans peut rarement être considérée comme une absence temporaire de la province et ne saurait justifier le renouvellement de l'inscription.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et la retourner à la Direction de l'enseignement par correspondance accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. Seul le bulletin scolaire est exigé dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Les leçons, manuels et autres fournitures scolaires seront

pare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Ontario residents enrolled in correspondence courses must submit lessons for appraisal and comment. Pupils living outside Canada are advised to do the same if at all possible. Although mailing delays may diminish the value of teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have previously requested the omission of certain subjects that they consider unnecessary under the circumstances.

Adults

Applicants who have not completed elementary school and who wish to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 27), or English E160 (described on page 27), or Mathematics M160 (described on page 45).

envoyés à cette personne qui se chargera de les transmettre à l'élève. Il appartient aux parents de faire connaître à l'agent de liaison la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

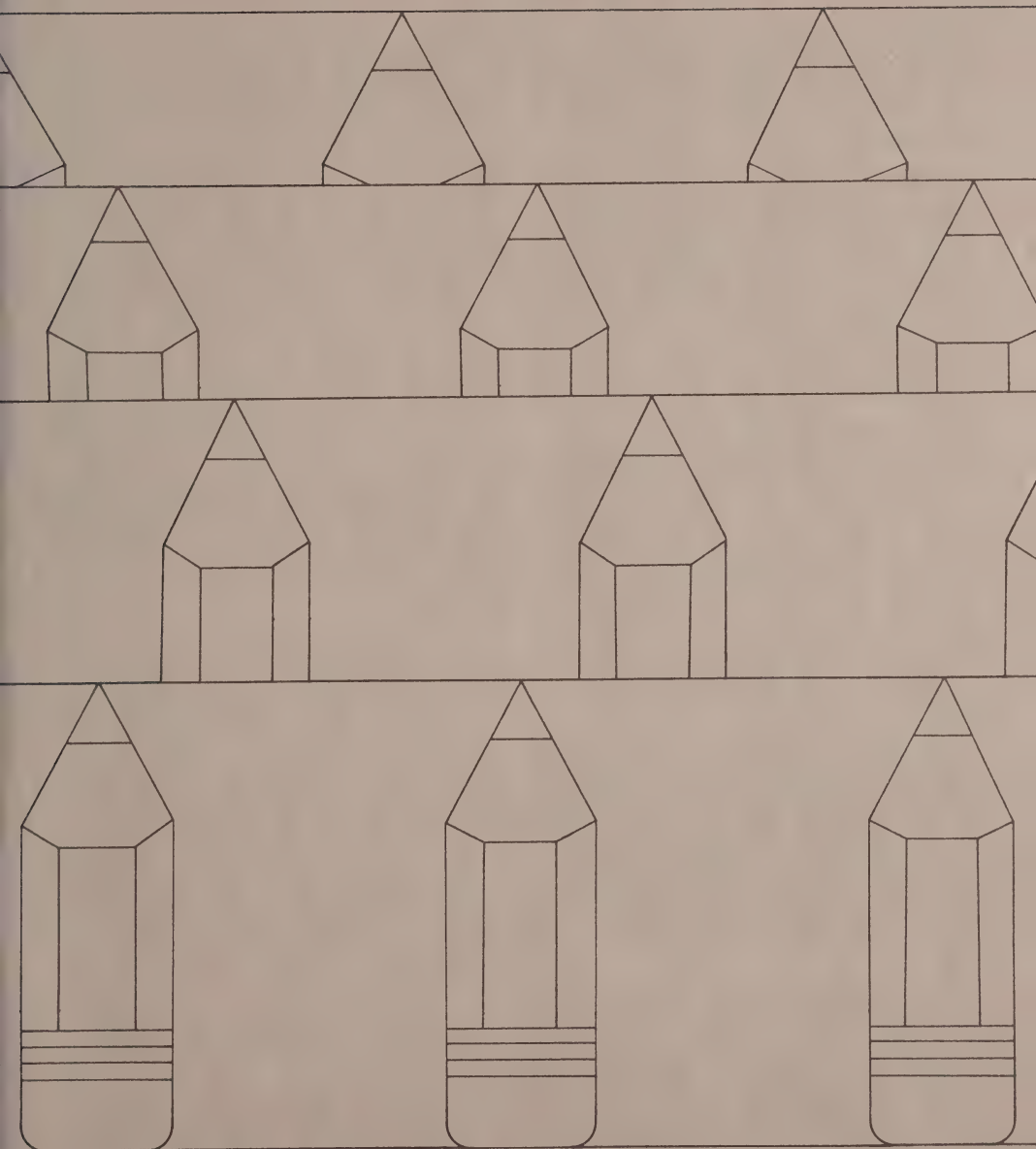
Les élèves qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiront ainsi à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander à l'avance que les leçons et les fournitures nécessaires leur soient expédiées pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux peuvent réduire de beaucoup la valeur des remarques et des corrections de l'enseignant, les élèves gagnent à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, qu'ils ne considèrent pas nécessaires dans ce cas, soient omises.

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire, mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire, doivent utiliser la formule C pour s'inscrire à un des cours suivants: *Français 8^e année*, *English E130* (description page 27), *English E160* (description page 27), *Mathematics M160* (description page 45).

Secondary School
Regular Program/
Programme régulier
d'études secondaires



Admission Requirements and Procedures

Conditions d'admission et modalités d'inscription

Adults

Correspondence courses are available to Ontario residents who are past the compulsory school age and are not enrolled in public secondary school day classes. Applicants must be Canadian citizens or landed immigrants.

Education by correspondence allows independence and individuality with respect to course selection and program planning, flexibility in starting and completion dates, and freedom of time and place of study. These factors make correspondence education suitable for thousands of adults seeking further education.

Each applicant may enrol in one course at the time of initial registration. Enrolment in additional courses may be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C and submit it to the Correspondence Education Branch. Students applying within three months of leaving school must obtain the recommendation of the school principal and submit it together with the application.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. The parent or legal guardian of such a child should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Correspondence courses are available to children on the request of the Early School Leaving Committee of a school board. Application Form C must be completed and signed by the parent or legal guardian and submitted to the Director of the Correspondence Education Branch, together

Adultes

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont dépassé l'âge de la scolarité obligatoire, ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques et qui ont la citoyenneté canadienne ou le statut d'immigrant reçu.

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire à un cours est prié d'étudier le contenu de ce prospectus, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois suivant leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Élèves âgés de moins de 16 ans

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé ou à cause de leur éloignement de l'école. Les parents ou le tuteur d'un enfant de moins de 16 ans doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Des enfants peuvent suivre des cours par correspondance, à la demande du Comité des départs scolaires prématurés d'un conseil scolaire. Les parents ou le tuteur doivent remplir et signer la formule C et l'envoyer au directeur de l'ensei-

with a copy of the student's school record (including courses in progress when the student left school), and a written recommendation for enrolment from the committee signed by the chairperson or secretary. Initially, a student may be enrolled in one course only. When at least one-half of the lessons in the first course have been completed, an additional course may be requested. Elementary level courses are not available to students on early school leaving.

Ontario residents temporarily absent from the province

Children of school age normally resident in Ontario can be enrolled while temporarily absent from Canada. An individual normally resident in Ontario and temporarily domiciled outside the province may participate in the Correspondence Education program for a maximum of three years. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as a liaison person and assume responsibility for forwarding books, lessons, and marked assignments. The duties of this person are outlined at the time of the student's enrolment.

Before leaving Canada, the applicant should study this calendar, complete Application Form F and submit it to the Correspondence Education Branch together with a complete secondary school record (including courses in progress when the student left school).

gement par correspondance, accompagnée d'une copie du dossier d'études secondaires de l'élève (comprenant les cours qu'il suivait au moment où il a quitté l'école) et d'une recommandation écrite du comité, signée par le président ou le secrétaire. L'élève commence par s'inscrire à un seul cours. Lorsqu'il a terminé au moins la moitié des leçons du premier cours, il peut demander à s'inscrire à un second cours. On n'offre pas de cours du palier élémentaire aux élèves qui quittent prématurément l'école.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Une personne domiciliée normalement en Ontario et temporairement absente de la province peut suivre des cours par correspondance pendant trois ans au maximum. Les enfants d'âge scolaire domiciliés normalement en Ontario peuvent suivre des cours par correspondance s'ils quittent temporairement le Canada.

Toute personne intéressée s'apprêtant à quitter le Canada doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève.

Avant de quitter le Canada, toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance accompagnée de son dossier d'études secondaires complet (comprenant les cours qu'il a commencé à suivre).

Information for Students

Provision of materials, texts, and supplies

Once an application has been approved, the student is enrolled and provided with an initial set of materials, including lessons, textbooks, and kits. (Students taking Grade 13 courses must obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are loaned to students free of charge and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch and proceed with the next lesson. Students are assigned a correspondence course associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in various communities throughout the province. They evaluate the work that students submit and give written assistance and advice.

Objectives

Students may begin courses at any time of the year. While regular submission of assignments is desirable, the flexibility of correspondence education makes it possible for a student to interrupt studies if necessary, and later to resume studies at the point where they were interrupted.

Students in the regular program earn credit for a Grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Students earn credit for a Grade 11, 12, or 13 course by completing the lesson assignments and writing a final supervised test. Students who for medical or other justifiable reasons wish con-

Renseignements à l'intention des élèves

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousseaux d'apprentissage. (Les élèves de la 13^e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et trousseaux sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé.

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à la Direction de l'enseignement par correspondance et passer à la leçon suivante. Chaque élève relève d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auquel il est inscrit. Ces professeurs enseignent dans des écoles secondaires de la province. Ils évaluent le travail que les élèves soumettent, les aident et les conseillent.

Objectifs

Les élèves peuvent commencer un cours quand il leur convient. Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la souplesse de l'enseignement par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Les élèves du programme régulier obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en

sideration for exemption from the final test should write to the Registrar of the Correspondence Education Branch giving evidence in support of their request.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit the name of a professional person to the Correspondence Education Branch for approval as supervisor.

Courses may be completed and certificates may be obtained at any time of the year. The time taken to gain standing in a course will depend mainly on the individual student's speed in completing assignments successfully. Another factor is the time required for each lesson to be dispatched in the mail between the Correspondence Education Branch, the student, and the associate teacher. The average time for the completion of a course is eight months; the shortest possible time is four months.

Post-secondary objectives

Students whose objective is to gain admission to an institution of post-secondary education should consult officials of the institution to find out what standing or diploma is required, the particular subjects that are obligatory, and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. It is available from the Information Resources Branch, Ministry of Colleges and Universities, 9th Floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

passant à la fin du cours un examen écrit surveillé. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande.

L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de désigner une personne qui exerce une profession libérale pour les surveiller lors de l'examen et de soumettre son nom pour approbation à la Direction de l'enseignement par correspondance.

On peut terminer un cours et obtenir un certificat à n'importe quel moment de l'année. La durée du cours dépend surtout du temps qu'il faut à l'élève pour réussir à faire ses devoirs. Cela dépend également du temps qu'il faut pour acheminer chaque leçon de la Direction de l'enseignement par correspondance à l'élève, puis à l'enseignant chargé de corriger les devoirs. Un cours dure en général huit mois, mais on peut le terminer dans l'espace de quatre mois.

Préparation aux études postsecondaires

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités offertes au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère des Collèges et Universités, 9^e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Credits are awarded when the student achieves standing in a correspondence course. Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary school level states the credit value of the certificate towards the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet the requirements for either of these certifications, a diploma will be issued.

Diplomas issued by the Correspondence Education Branch and the credits for the diplomas which have been earned through correspondence studies are reported to the Information Systems and Records Branch of the Ministry.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, at an Ontario secondary school (day or evening program), at an inspected Ontario private school, or through a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits granted are added to the other credits accumulated by the student.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the Registrar of the Correspondence Education Branch and submitting official records and

Certificats et diplômes

Certificats

L'élève reçoit des crédits pour chaque cours par correspondance qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Le certificat délivré à la fin des cours du niveau secondaire indique sa valeur en crédits en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Le diplôme est décerné à l'élève lorsqu'il a obtenu, en suivant les cours par correspondance, le nombre de crédits exigé.

La Direction de l'enseignement par correspondance tient la Direction des systèmes et des dossiers informatiques du ministère au courant des diplômes et des crédits qu'elle décerne.

Diplôme d'études secondaires

Pour satisfaire aux exigences du diplôme, l'élève peut accumuler des crédits en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), en suivant des cours dans une école privée inspectée de l'Ontario ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois

other relevant information. An assessment will be deferred until such time as the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school Grade 13 credits. These credits may be accumulated through the completion of Ministry of Education correspondence courses, at Ontario secondary schools or inspected private schools, or through a combination of these programs. No equivalent credits are granted for this diploma.

Statement of achievement

On the request of a student, the Registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, the final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux exigences du diplôme d'études secondaires supérieures, l'élève doit accumuler six crédits de la 13^e année du programme d'études de l'Ontario. Il peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13^e année dans une école secondaire de l'Ontario ou dans une école privée inspectée de l'Ontario, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé de notes

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses notes indiquant les cours terminés, les notes finales et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins 10 leçons pour un cours de 20 leçons et 5 pour un cours de 10 leçons).

**Day-School Students
Program/Programme
offert aux élèves des
écoles secondaires**



Day-school students program

A student in Grade 11, 12, or 13 at a public secondary school who has been granted a minimum of 10 credits prior to the date of application may be eligible to take a correspondence course while enrolled at school. The educational program of a student in attendance at a secondary school is the responsibility of the principal of that school. On the written recommendation of the principal, the Director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses if the student is unable to take the course at school: any course with a code beginning with 3, 4, or 5; English E111, English E211, Français F-11, Français F-21, French F103, French F203, Typewriting I, TY102, Typewriting II, TY200, Latin L211, Art A200, and Drafting D202. Other Grade 9 and Grade 10 courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the Director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is required for an applicant under eighteen years of age.

It is expected that before the student initiates a request for enrolment and the principal approves the request, both will give careful consideration to its appropriateness in light of the student's previous achievement, educational objectives, motivation, and available time.

Initially, a day-school student will be enrolled in one course only. A request for an additional course can be made after all of the lesson assignments in the first course have been completed. Form D should be completed, and the school principal's written recommendation for enrolment is again required.

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^e, 12^e ou 13^e année et qui a déjà obtenu au moins dix crédits avant de faire sa demande peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur de l'école, peut admettre cet élève à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école : n'importe quel cours dont le numéro de code commence par 3, 4 ou 5, ainsi que English E111, English E211, Français F-11, Français F-21, French F103, French F203, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A200, et Drafting D202. Les autres cours de 9^e et 10^e année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis à l'approbation du directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Nous recommandons aux élèves qui envisagent de faire une demande d'inscription aux cours par correspondance et aux directeurs d'école chargés de l'autoriser, de considérer avec soin les facteurs suivants : rendement de l'élève dans le passé, ses ambitions scolaires, son degré de motivation et le temps dont il dispose.

Un élève qui fréquente l'école le jour commence par s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

Day-school students who enrol in a correspondence course must schedule their work so as to complete all of the lessons in the course within one year of the date of enrolment. The Correspondence Education Branch will terminate the enrolment of a student who has not completed all of the lessons in the course within one year, or at any earlier date on the written instructions of the principal. Standing in the course in which the day-school student is enrolled (secondary school Grades 9 and 10 courses included), requires completion of all lesson assignments and a final, supervised test.

Students can take the final tests on the following dates:

- November 6, 1978 • January 29, 1979
- April 2, 1979 • May 28, 1979

A student is eligible to take a test only if the permission of the school principal has been sought and granted at least a month prior to the test date. Tests will be conducted only on the dates specified above. They will be held in the student's secondary school under the supervision of a qualified staff member, between 1:15 and 3:15 p.m. A student may write only one test on any one specific test date. It is possible for a student to be enrolled in one session and to write the test at the end of a later session.

A principal may grant a student permission to write a final test before all lesson assignments have been completed. However, it is recommended that the principal wait until the student has submitted all assignments and until these have been evaluated and returned to the student before granting permission. The emphasis in these tests is on material covered in the last half of the course, and all course requirements — including completion of all assignments and the final test — must be met before standing is granted.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit organiser son temps de façon à terminer toutes les leçons du cours dans un délai d'un an à partir de la date d'inscription. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas toutes les leçons du cours dans l'espace d'un an ou plus tôt si le directeur d'école l'exige par écrit. Pour se faire reconnaître un cours auquel il est inscrit (y compris les cours de 9^e et 10^e année), l'élève doit remettre tous les devoirs et réussir un examen final surveillé.

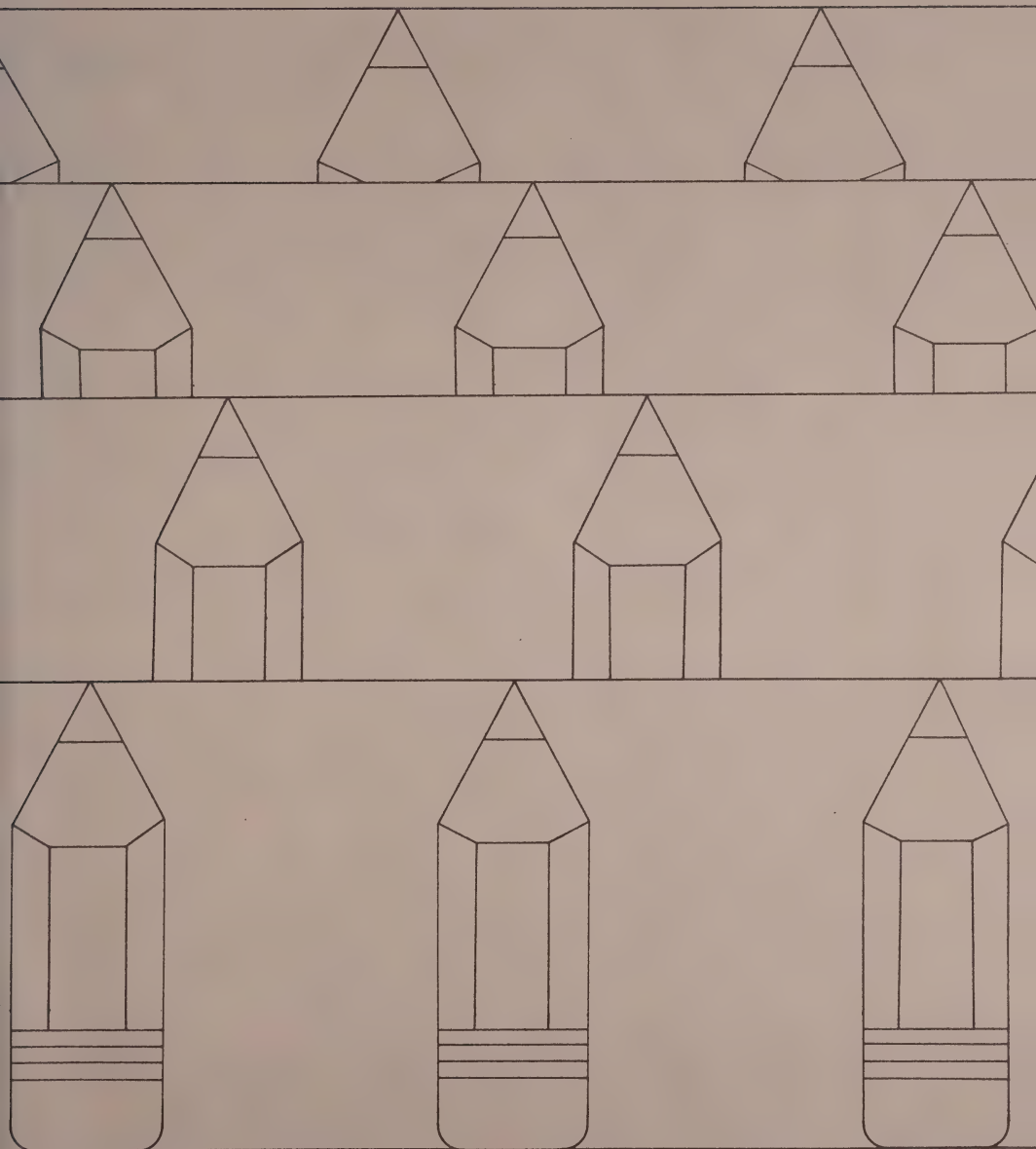
On peut passer cet examen final aux dates suivantes :

- le 6 novembre 1978 • le 29 janvier 1979
- le 2 avril 1979 • le 28 mai 1979

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Les examens ne sont pas offerts en d'autre temps qu'aux jours déjà fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel qualifié, entre 13 h 15 et 15 h 15. On ne peut passer qu'un seul examen à chacune des dates fixées. L'élève inscrit à une session peut passer son examen à la fin d'une session ultérieure.

Un directeur d'école peut accorder la permission à un élève d'écrire l'examen final avant d'avoir rendu tous ses devoirs. On recommande cependant aux directeurs d'école d'attendre que l'élève ait rendu tous ses devoirs et qu'ils aient été évalués et retournés à l'élève avant d'accorder à ce dernier la permission d'écrire l'examen final. L'examen porte en majeure partie sur le contenu de la deuxième moitié du cours. Avant que l'on ne reconnaisse un cours à l'élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/
Description des cours



Course codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numbers. The letter represents the name of the subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year.

Most courses consist of twenty lessons and have a value of one credit. Courses consisting of ten lessons have a value of one-half credit and are indicated with an x at the end of the course code.

The following are examples of course codes:

E111: one-credit Grade 9 English course

C401 and C404: different one-credit Grade 12 Chemistry courses

M422x: one-half credit Grade 12 Mathematics course

Code des cours

Chaque cours par correspondance du palier secondaire est désigné par un code qui consiste en une ou deux lettres suivies de deux ou trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre représente l'année du palier secondaire où le cours est habituellement suivi. Les autres chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours comprennent vingt leçons et valent un crédit. Les cours de dix leçons ne valent qu'un demi-crédit (leur numéro de code se termine par un x). Voici quelques exemples :

F-11 : cours de français de 9^e année donnant droit à un crédit.

F-51 et F-52 : cours de français de 13^e année donnant droit chacun à un crédit.

M422x : cours de *Mathematics* de 12^e année donnant droit à un demi-crédit.

List of Courses/Liste des cours

| Subject | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Grade 13 |
|-------------------------------------|---------|----------|----------------|----------|----------|
| Business Studies | | | | | |
| <i>General Business</i> | | | | | |
| Consumer Studies | | CS200 | | | |
| Marketing | | | MK300 | MK400 | |
| Business Organization | | | BO300 | | |
| Computer Fundamentals | | | CF340 | | |
| Law | | | | LW402 | |
| Secretarial | | | | | |
| Typewriting and Business Procedures | TY102 | TY200 | CB300 SH302 | CB400 | |
| Shorterhand | | | | | |
| Accounting | | | | | |
| Accounting | | | AC305 | AC405 | AC503 |
| English | | | | | |
| | E160 | | | | |
| | E130 | E240 | | E422 | |
| | E111 | E211 | E311 | E421 | E521 |
| | | | | | E522 |
| | | | E302x | E402x | |
| | | | E306x | | |
| | | | E308x | E408x | |

| Subject | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Grade 13 |
|-------------------------------------|-----------------------|----------------|-----------------------|----------------------|------------------------------|
| Français | F-11 | F-21 | F-31 | F-41 | F-51 F-52 |
| French | F103 F105 F111x | F203 | F350 | F401 | F521 F552 |
| German | | | | | GR501 |
| Geography | G103 | G203 | G300 G303 G311x | G400 G401 G403 | G503 |
| History and Social Sciences | | | | | |
| History | H103 | H203 | H301 WP300 | H401 | H503 |
| World Politics | | | | | |
| Economics | | | | EN402 | EN550 |
| Man in Society | | | | MS400 | |
| Latin | | L211 | L311 | L411 | L551 |
| Mathematics | | | | | |
| Series A — Advanced Mathematics | M101 M111x | M251 | M303 | M403 | M551 M522 M553 M511 |
| Series B — General Mathematics | M100 | M240 | M302 | M402 | M511 M522 |
| Series C — Mathematics for Business | M160 | M220x M222x | M320x M322x | M420x M422x | |

| | | | |
|---------------------------------|-------|-------|--------|
| Science | | | |
| General Science | SC101 | SC201 | |
| Geology | | GL302 | |
| Physics | | P303 | |
| Biology | | | P503 |
| Chemistry | | | BY501 |
| | | | C550 |
| | | | BY402 |
| | | | C401 |
| | | | C404 |
| Technical Subjects | | | |
| Carpentry | | CY300 | |
| Drafting | | D308x | |
| | D202 | D318x | |
| Visual Arts | | | |
| Practical Art | A200 | | A501 |
| | | A401x | A402x |
| Art Appreciation and History | | A301 | |
| | | A303x | A403x |
| Related Arts | | A302x | |
| Theatre Arts | | TA300 | |
| Film Arts | | | FA402x |
| | | | FA404x |

Business Studies

General Business

A mature student may enrol in any course listed under General Business. Students should keep in mind, however, that the lessons and assignments become progressively more difficult in succeeding grades.

Consumer Studies CS200

(Grade 10 — One credit)

This course is a good choice for beginners in Business Studies. It will help students understand how the modern marketplace operates, become wiser consumers, and prepare themselves for more advanced business courses. The language and the exercises are simple and straightforward.

The course is written from the consumer's point of view and deals with topics that are of prime importance in most people's lives, for example, money, budgeting, credit, basic buying principles, real estate, and transportation.

Marketing MK300

(Grade 11 — One credit)

A student capable of working at a senior level may enrol in this course without any previous background in Business Studies.

Retail merchandising, in general, and as it applies to particular types of operations such as department stores and discount stores, is emphasized in this course. Through a study of types of ownership, selection of location, selection of equipment, and merchandise purchasing and pricing policies the student should gain insight into the mechanics and complexities of establishing and operating a retail store. An understanding of retailing in turn leads to wiser shopping.

Business Organization and Management BO300

(Grade 11 — One credit)

This course includes a general survey of the way in which businesses are owned, organized, and managed. It is not intended to qualify the student as a business administrator or manager.

The study of different forms of business ownership emphasizes the corporate form. The effects of the activities of the municipal, provincial, and federal governments on business are examined as part of this study. The course proceeds to discuss specific problem areas in the operation of a business enterprise: production, purchasing and tariff, finance, and personnel.

Computer Fundamentals CF340

(replaces CF300)

(Grade 11 — One credit)

This is an introductory course in computer information that requires no previous knowledge of the subject. It aims to give the student a basic understanding of how a computer works and the way in which it is programmed. The course concentrates on theory, and there are no opportunities to test programs in practice.

The course includes elementary knowledge about punched cards, computer storage, flow-charting, machine language, data recording media, and computer concepts, and an introduction to logic.

Marketing MK400

(Grade 12 — One credit)

MK300 would be a useful background for this course, although not essential. MK400 acquaints the student with the basics of marketing, sales promotion, and advertising, and with the effects of marketing on the total economy.

The topics covered include: Marketing Research — developing questionnaires; Various Media in Sales Promotion — television, radio, newspapers, magazines, direct mail; Preparation of an Advertisement — headlines, illustration, colour, slogans, copy preparation; and Packaging.

Law LW402

(Grade 12 — One credit)

The subject of this introductory course is Canadian law as it applies to ordinary business and private affairs. It does not prepare students to handle legal affairs, but provides basic knowledge of legal rights and obligations, enabling them to recognize situations that require professional legal advice.

The topics covered include: a brief consideration of the origins, classes, and administration of law; and more detailed study of family law, criminal law, the law of contracts, negotiable instruments, employment, and sales.

Secretarial

TY102, TY200, CB300, and CB400 are normally taken in sequence because typing skills and applications are developed progressively through the series.

SH302 is available to mature students who already possess basic typewriting skills and at least a Grade 10 (or equivalent) standing in English.

Typewriting I TY102

(Grade 9 — One credit)

The aim of this introductory course is to develop correct techniques for touch-typewriting. The student will learn the keyboard and develop sufficient skill in typing for personal use, building a foundation for further development of the skill.

The topics covered include: set-up and placement of material; composing at the typewriter; simple tabulation; personal letters; and business letters.

Students must have access to a typewriter.

Typewriting II TY200

(Grade 10 — One credit)

Students who request enrolment in TY200 must have completed TY102, or the equivalent. They will expand the skills acquired earlier and will be given considerable practice in composing at the typewriter and in sustained copy typing.

The course reviews basic skills and gives instruction in advanced tabulation, business letters, business forms, and duplicating methods.

Students must have access to a typewriter.

Communications and Business Procedures I CB300

(Grade 11 — One credit)

Students who have completed TY102 and TY200, or the equivalent, may enrol in this course to develop a higher degree of skill in the use of the typewriter and to study the characteristics of a modern business office.

The topics covered include: office mail operations; telephone services; filing procedures; business letters and reports; dictation; transcription; and duplication.

Students must have access to a typewriter.

Communications and Business Procedures II CB400

(replaces OP400)

(Grade 12 — One credit)

Students must have completed CB300, or the equivalent, before enrolling in this course. They will learn to apply typewriting and procedural skills to a variety of secretarial situations.

The procedures and situations considered include: acquiring personal characteristics for a successful business career; filing procedures and systems; letters with special features and inter-office memoranda; banking services; accounting forms; purchasing and sales order routines; making travel arrangements; applying for a position; and typing techniques for centring and display, business reports, minutes, and manuscripts.

Students must have access to a typewriter.

Pitman Shorterhand I SH302

(Grade 11 — One credit)

Shorterhand is a modified and extensively simplified version of the classic Pitman shorthand system. Since stenographic work requires a good background in English and typing, applicants for this course should have at least a Grade 10 (or equivalent) standing in English and should have completed at least an introductory typing course.

The theory of the system is presented with a good deal of practical application, through reading, writing, and controlled dictation by means of records.

Students must have access to a typewriter and a record player capable of playing 33 1/3 r.p.m. records.

Accounting

Mature students may enrol in AC305 and proceed to AC405, which follows in sequence. AC503 is not in sequence with these courses and does not require the detailed, practical background provided through the first two courses. Some practical accounting exercises are included in this theoretical Grade 13 course.

Accounting I AC305

(Grade 11 — One credit)

The basic principles, concepts, and procedures of accounting and bookkeeping are introduced in this beginner's course.

The topics covered include: the journal; the ledger; the profit and loss statement; the balance sheet; the synoptic journal; special transactions; and the use of flowcharts, with special attention to business systems and procedures.

Accounting II AC405

(Grade 12 — One credit)

For admission to AC405, a student must have standing in AC305, or equivalent. This course is valuable for a student entering the business world encountering jobs that involve accounting and recording.

The course expands the student's knowledge of accounting as applied to journals, bank reconciliations, payroll adjustments, classified statements, voucher systems, partnerships, and corporations.

Accountancy Practice AC503

(Grade 13 — One credit)

Students who select this course without any previous background in accounting should be able to provide proof of their ability to work at the Grade 13 level. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course is designed for the student who might go on to take a business education program at the post-secondary level. To become a professional accountant, the student must study with a professional accounting association.

The first three lessons of the course cover basic accounting and bookkeeping theory. Advanced accounting procedures studied include: procedures for a proprietorship, a partnership, and a limited company; and specialized procedures such as the handling of manufacturing or departmental accounts.

The following text is used for the course: Leonard, W.G., and Beard, F.N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

English

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Grade 11 English course. Even if the student has done no formal work in Grade 9 or Grade 10 English at the secondary school level, enrolment in English E311 or in any of the ten-lesson courses can be requested.

English E130

(Grade 9 — One credit)

Like playing tennis or driving a car, using language effectively requires skill and practice. This course is especially designed to improve skills in the use and understanding of language. Students with an elementary school background in English as well as students whose native language is not English will find this practical course valuable.

Each lesson emphasizes the use of language in everyday situations where a basic knowledge of English is necessary. Short practical tasks develop the student's ability to use language with ease and to read, think, and write about topics of real interest. Students gain self-confidence through practice in spelling, grammar, punctuation, and vocabulary building. Selected short stories encourage understanding and enjoyment in reading.

A dictionary and other reading materials are provided.

English E160

(Grade 9 — One credit)

This traditional course has been revised and is intended for students who would like remedial work in the use of language before undertaking the study of English at a higher, secondary school level.

The program offers a review of grammar and practice in spelling and writing. It also includes the study of word meanings and experience in understanding the writings of others.

Various texts including a short novel and a dictionary are provided.

English E111

(Grade 9 — One credit)

This is a comprehensive first-year course in secondary school English providing an in-depth study of language and literature.

The aim of this English program is to promote the appreciation of literature and to develop the student's ability in the use of language. A selection of short stories and two action-filled novels, one of which is a science-fiction work, form the greater part of the reading for the course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help students to communicate more clearly.

English E211

(Grade 10 — One credit)

For students who prefer a traditional approach to literature and language, this survey course develops skill in English through writing and the study of good writing.

Writers employ various literary forms such as the novel, the short story, the play, and poetry to present their ideas. Examples of these forms, including works by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored. In addition, this program is designed to improve the student's knowledge of grammar and word usage.

English E240

(new course)

(Grade 10 — One credit)

Students who wish to improve their command of practical, day-to-day English will find that this course is designed to meet their needs. It stresses the fact that language is a social tool.

Experience in the practical use of English for different social occasions is provided through the study of a wide range of writing styles, including social announcements, personal and business correspondence, applications, and diaries. Woven into the course is a review of basic English grammar. Valuable help in the enjoyment of the language is supplied through various

Canadian literary works, including poetry, drama, and short stories. Of exceptional interest are two prize-winning Canadian works, *Who Has Seen the Wind*, a novel, and *Klee Wyck*, a collection of short stories about the Indians of the West Coast.

English E311

(Grade 11 — One credit)

The emphasis in this varied English program is on the enjoyment of literature. Students are given an opportunity to express their ideas about the material studied.

This wide-ranging and balanced program includes discussions based on various short stories and the popular novel *To Kill a Mockingbird*. The drama section offers a brief look at the theatre in Canada, and a choice of either a group of short, contemporary plays or a modern approach to *Romeo and Juliet*. Students are encouraged to assess the mass media — radio, film, and television. Practice in writing effective social and business letters, as well as experience in developing other writing skills, prepare students for the business world or further education.

English E421

(Grade 12 — One credit)

For students who wish to study English at a more advanced level, this interesting course is the answer. The reading selections, which include works by major Canadian authors, are varied and carefully selected.

The literary works proposed for study include such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), and *Death of a Salesman* (Arthur Miller). *Sons and Lovers* (D.H. Lawrence) is offered as an alternative. Many of the lessons allow for student choice.

This course encourages students to read, think, and write with literary insight. A practical lesson accompanied by a long-playing record will help students to improve their ability to listen and to speak.

English E422

(Grade 12 — One credit)

This general English program is an invitation to adventure. It is designed to help students learn more about themselves, and to promote the appreciation and enjoyment of literature and language.

Students are encouraged to express their opinions about various short stories, poems, plays, essays, and novels, and to explore contemporary issues. Emphasis is placed on Canadian literature.

The language usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

A practical lesson accompanied by a long-playing record will help students to improve their ability to listen and to speak.

English E521

(Grade 13 — One credit)

This is an updated program for students of English at the Senior level. It is intended to develop two basic skills — appreciative reading and effective writing. It also aims to improve the student's ability to listen and to speak.

The comparative study of various literary forms (short story, essay, poetry, drama, novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing skills. A new section on Canadian poetry accompanied by a recording of Canadian poets and writers adds interest to the course.

Instruction and practice in précis- and essay-writing prepare students for work at the post-secondary level.

The texts for the course include:

Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chailot*.

Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.

Shakespeare. *Hamlet*. Falcon edition. Toronto: Longman Canada Ltd., 1963.

English E522

(Grade 13 — One credit)

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors — those who were born here and those who, like Susannah Moodie, came as immigrants?

Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gelinas, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. Students will also encounter a host of other Canadian writers in this Canadian studies course designed for readers who want to learn more about this country's literary heritage.

To improve the student's ability to write, listen, and speak effectively, an extensive new program has been integrated into the course. A recording of Canadian poets and writers will help to make the course come alive.

The texts for the course include:

Laurence, Margaret. *The Stone Angel*. Toronto: McClelland & Stewart, 1968.

Mandel, Eli, *Poets of Contemporary Canada*.

Toronto: McClelland & Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x**Readings in Archaeology**

(Grade 11 — One-half credit)

Students with a particular interest in past civilizations and archaeological discoveries will enjoy this course.

The world of archaeology is explored through selected readings in prose and poetry. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. Novels such as *The King Must Die* support the theme of the course. Assignments are designed to develop the students' ability to write creatively and to express ideas clearly, logically, and concisely.

English E306x**Readings in Science Fiction**

(Grade 11 — One-half credit)

How do some of the well-known twentieth-century writers see the future?

The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson provides the student with experience in developing critical and creative writing potential.

English E308x**Grammar**

(Grade 11 — One-half credit)

This course will be useful for students who are interested in the structure of language and wish to improve their language skills.

This English program explores one approach to the study of grammar and examines appropriate levels of language used in business and other everyday situations. The reasoning behind such usage is examined to point out its practical application.

English E402x**Readings in Wilderness**

(Grade 12 — One-half credit)

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How can we save it?

Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keeps the course up to date and stimulates students to form and express their ideas.

The text for the course, *Marked by the Wild*, should appeal to all nature lovers.

English E408x**Creative Writing**

(Grade 12 — One-half credit)

Students who have a strong desire to write or an interest in improving their writing skills will find the models and assignments in this course helpful.

While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français

Les cours de français destinés aux élèves francophones comprennent 20 leçons chacun et correspondent aux cours du programme avancé.

Français F-11

Ce cours s'adresse aux élèves qui ont complété le programme de la 8^e année du palier élémentaire en langue française, ou l'équivalent. Chacune des 20 leçons de ce cours se développe autour d'un thème. La composition et la grammaire s'y rapportent directement. La partie *littérature* permettra aux élèves de prendre connaissance des grands auteurs des littératures française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le lion* (Kessel), *Le Voyage de M. Perrichon* (Labriche). Ce cours donne aux élèves la préparation nécessaire au cours de français F-21. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8^e année peuvent s'inscrire à ce cours s'ils le désirent.

Français F-21

Ce cours s'adresse aux élèves qui ont complété le cours de français F-11 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français F-31.

Français F-31

Ce cours s'adresse aux élèves qui ont complété le cours de français F-21 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'avare* (Molière), *Le grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français F-41.

Français F-41

Ce cours s'adresse aux élèves qui ont complété le cours de français F-31 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) étude de textes; b) étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire aux cours de français F-51 et F-52.

Français F-51

Ce cours s'adresse aux élèves qui ont complété le cours de français F-41 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie *étude de la langue* comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants : *Andromaque* (Racine), Les Petits Classiques Bordas, *Topaze* (Pagnol), livre de poche n° 294; *Les saints vont en enfer* (Cesbron), livre de poche n°s 2301, 2302; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, livre de l'élève (L. Geslin et J.-M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Le bon usage* (Grévisse).

Français F-52

Ce cours s'adresse aux élèves qui ont complété le cours de français F-51 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J.-C. Godin et L. Mailhot. Les oeuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au coeur de la rose* de P. Perrault, *Au retour des oies blanches* de M. Dubé, *Le temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

A self-corrected test requiring approximately twenty minutes to complete is available on request. It is designed to assist students with some background in French studies to determine whether they should attempt the Grade 9 or the Grade 10 courses.

A second test to determine the selection of Grade 11 or Grade 12 French courses is also available on request.

French F103

(Grade 9 — One credit)

This course was introduced in September 1977. It employs Books 1 and 2 of the *Passeport français* series which is being used currently in many Ontario secondary schools. Oral skills (taught by means of records) are balanced and reinforced by a written program presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203. (See description for French F105.)

French F105

(new course)

(Grade 9 — One credit)

French F105 is identical in content to French F103. The only difference is that the audio portion of F105 is presented on a cassette rather than on records.

The use of a cassette will usually mean both portability and privacy. In addition, a cassette can be easily rewound and replayed to review points of difficulty.

On the other hand, the fidelity of sound on a record generally tends to be slightly better than that on a cassette (depending on the quality of the equipment used). This slight difference in sound quality can be important in language learning.

Lesson identification is somewhat easier from a record because it is labelled on each side, while the entire program is presented on the two sides of a single cassette. It should be noted, however, that on the cassette the beginning and the end of each lesson are clearly identified by the speaker.

French F203

(Grade 10 — One credit)

F203 continues in the same style and with similar materials to those used in F103. A series of records is integrated with Books 3 and 4 of *Passeport français*.

This program will therefore enable students who have completed F103 to continue their language studies following a familiar method.

Students who have completed a Grade 9 course equivalent to F103 that did not employ *Passeport français* will be able to review this style of learning French in the first two lessons of F203.

Upon completion of F203, students will be prepared to go on to F350.

French F350

(replaces French F301)

(Grade 11 — One credit)

In this course students will continue to develop their oral and written skills using the same methods introduced in the earlier books of the *Passeport français* series. Books 5 and 6 will form the language texts for the course and, once again, a full series of records will be provided.

In F350 there is an increased emphasis on the development of reading skills. For this purpose, the student will work with a reading text that is not a part of the *Passeport français* series, but has been specifically selected to review and enhance the language structures and the vocabulary already mastered through that series.

Students who wish to enrol in F350 should have completed F203, or its equivalent.

French F401

(Grade 12 — One credit)

The aim of this program is to further the development of language skills acquired in a Grade 11 French course.

Together with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons.

Students who enrol in F401 are expected to have completed either F350 or F301, or the equivalent.

French F521

(Grade 13 — One credit)

This Senior level course combines reading (short stories and a modern play) and composition (grammar study and writing practice).

As in earlier courses, oral practice and comprehension studies are conducted by means of records. Students are expected to have completed F401, or its equivalent, before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and also be able to express themselves adequately in most conversational situations.

The texts for the course include:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Lémeac, 1968.

Jeanneret, F.C.A.; Hislop, E.E.; and Lake, M.H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin, 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F552

(replaces F522)

(Grade 13 — One credit)

For students who intend to continue their study of French beyond the secondary school level, this course should prove valuable.

Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature. Records are provided for practice with the spoken language.

Students may take F521 and F552 concurrently but are expected to have completed F401, or its equivalent, before enrolling in F552.

The texts for the course include:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1976.

Molière. *Le bourgeois gentilhomme*. Toronto: Copp Clark, 1947.

_____. *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, G. *Rue Deschambault*. Montreal: Librairie Beauchemin, 1974.

French F111x

(Grade 9 — One-half credit)

Many adults who wish to resume French have completed at least two years of formal French study at the secondary school level. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review.

F111x enables students to proceed to F401 if they have completed Grade 11 French. It should be noted, however, that F111x covers only the first two years of secondary school French and is therefore not an adequate preparation for F521 and F552.

German GR501

(Grade 13 — One credit)

This course provides a balanced program for the development of language skills.

The major emphasis of the course is on advanced grammar study and on reading and writing modern German. The reading materials focus on social and cultural topics relevant to post-war Germany.

Students enrolling in GR501 are expected to have completed a Grade 12 German course, or its equivalent.

The texts for the course include:

Winkler, G. et al. *A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada Ltd., 1971.

_____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada Ltd., 1971.

Geography

Mature students can request enrolment in any of the Grade 11 or Grade 12 courses — G300, G303, G400, G401, G403, G311x — even if no previous work has been done in Grade 9 or Grade 10 Geography.

Geography G103

(Grade 9 — One credit)

The continents of Europe and Asia — or Eurasia, as they are often called — form a gigantic land mass that is the home of three-quarters of the world's population. In this course, students examine Eurasia's diversity, unity, and world significance. The most important nation under study, the U.S.S.R., stretches across both continents. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the recently revised text, combined with other illustrative material in the lessons, help to make this an interesting and relevant course.

Geography G203

(Grade 10 — One credit)

Whether Canadians have travelled widely or have simply studied maps, photographs, and films of the country, they are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population have given rise to various problems that offer unlimited topics for student investigation.

The first part of this course is an introduction to the physical landscape of Canada to establish a firm understanding of the origins and appearance of the land. Based on this knowledge, the settlement and economic development of the country can be better appreciated and many current problems can be seen in a clearer perspective.

The course is particularly suited to students who have not been involved in academic studies for a length of time as it enables them to utilize the textual material as well as practical experience as resources for completing assignments. Many

opportunities are provided for students to research topics of their choice and to conduct geographical investigations in their own neighbourhoods.

Geography G300

(Grade 11 — One credit)

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the West — what is the economic contribution of each of Canada's regions, and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined in this course. It also includes a study of topographic maps.

Geography G303

(Grade 11 — One credit)

People exist in both natural and engineered environments. Because these environments must function closely, it is important to understand how each functions separately and how the interaction of the two proceeds. This course examines the interaction of land and people, how it comes about, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills such as using the atlas and interpreting topographic and weather maps and charts.

The texts for the course include *The Canadian Oxford School Atlas* (metric edition), and *The Physical Environment* (metric edition) by S. Inch and W. Stone.

Students enrolled in G400 cannot take G303.

Geography G400

(Grade 12 — One credit)

This course on environmental studies focuses on the importance of conserving the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as precipitation and other climatic factors

of various regions of the world are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use of and renew the resources of the environment are examined closely. Students are required to complete certain assignments using topographic and weather maps.

The texts for the course include *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Students enrolled in G303 cannot take G400.

Geography G401

(Grade 12 — One credit)

Students taking this course will require a fundamental knowledge of physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas.

The texts for the course include *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

(Grade 12 — One credit)

The causes and consequences of modern Canadian urban development and the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor, or a study of the local community.

The texts for the course include *Urban Prospects: Patterns of Settlement in Southern Ontario* and *Toronto: An Urban Study*.

Geography G503

(Grade 13 — One credit)

In less than a generation, Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. It is a diverse nation with many different regions, each with its own characteristics and problems.

This course aims to give the student a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students who wish to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x.

Resources for study include a recent text, a book of readings, numerous up-to-date references, air photographs, and topographic maps.

The texts for the course include:

Irving, R. M. *Readings in Canadian Geography*, rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

Putnam, D.F., and Putnam, R.G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

Geography G311x

Fundamentals of Physical Geography

(Grade 11 — One-half credit)

The exploration of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps.

The course is designed to provide geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences

Mature students can request enrolment in any of the Grades 11, 12, or 13 courses — H301, H401, H503, WP300, MS400, EN402, EN550 — even if they have not completed Grade 9 or Grade 10 History.

History H103

(Grade 9 — One credit)

People from many different regions of the world have made Canada their home. Why did they come? What contributions have they made to Canada's growth and development? What are the roots of Canada's multicultural heritage?

The course tries to answer these and other questions. It emphasizes the origins and contributions of Canada's three founding nations — the Native People, the French, and the British — and several minority groups. Other topics studied include: Canada's immigration policies, past and present; biculturalism and multiculturalism; and the nature of Canada's mixed population.

History H203

(Grade 10 — One credit)

What are some of the major contemporary Canadian issues? How and why did these issues develop? How have they affected Canada? What influence will they have on Canada's future?

These are a few of the basic questions examined in this course. Each issue is studied in both its contemporary and historical context.

The intent of the course is to give students an opportunity to learn about the rights and responsibilities of a Canadian citizen and to gain an understanding of present-day Canada and its relation to the world.

The course is organized under four topics: Government and Law; French-English Relations; Canadian-American Relations; and Canada in the World Community. Ten basic skills of historical analysis are taught and practised in the first ten lessons — one per lesson at a very simple level. In the next ten lessons, the same ten skills are repeated — one per lesson, but at a more complex level. The result is a course that com-

bines the acquisition of knowledge about contemporary Canada and the development of basic thinking skills.

History H301

(Grade 11 — One credit)

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions of past civilizations to present ones, and in particular to Western civilization. The first ten lessons examine the history of ancient Greece and Rome. The next ten lessons focus on some of the mainstreams of medieval history, including topics such as feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state.

Pamphlets, documents, and illustrations supplement the text, *The Enduring Past*.

World Politics WP300

(Grade 11 — One credit)

Government at all levels is playing an increasingly important part in the lives of the people. Do we, as citizens, have the necessary understanding to participate in the political process?

This course discusses the organization of government; aspects of different systems of government, such as fascist, communist, and democratic; the role of the individual in government; the Third World; the origins and impact of war; the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons.

The resource text for the course is *Inside World Politics*.

Economics EN402

(Grade 12 — One credit)

A basic understanding of economics is necessary for everybody. In this course, the students learn the meaning, development, and importance of economics. It is designed to help students increase their knowledge of what is happening in the Canadian economy and to appreciate the interplay of economic forces throughout the world.

Various forms of economic organization — traditional, socialist, fascist, communist, and capitalist — are examined. Particular emphasis is given to influences on and the operation of Canada's economy. The economic problems of developing countries are also considered.

Man in Society MS400

(Grade 12 — One credit)

The objectives of this course are: to lead students to an understanding of some of the institutions and forces in contemporary life; to enable students to make an assessment of their relationship to the society in which they live; and to foster some understanding of other societies. The characteristics of humans — their aggressiveness, their prejudices, their cultures, their roles, and their "races" — are examined initially. The remaining lessons examine various problems of society, various institutions of Canadian society, and the impact of technology turning our planet into a global village.

The text for the course is *A Social View of Man*.

History H401

(Grade 12 — One credit)

Personalities, ideas, events, institutions — these are the ingredients of history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism, and democracy; traces events such as the French and Russian revolutions; and studies situations such as the United Nations. Asian issues and the problems of the Third World are also discussed.

Pamphlets and documentary readings supplement the text for the course, *Modern Perspectives*.

Economics EN550

(replaces EN501)

(Grade 13 — One credit)

Economic issues are of everyday concern for politicians and businessmen as well as for ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is given to problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on current realities — to see economics as one aspect of our present social structure, and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on controversial public policy issues.

Although there are no specific prerequisites, students should have completed Grade 12 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for the successful completion of EN550.

The basic text for the course is:

Macdonald, H.H.; Silk, L.S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.

The text is supplemented by a variety of statistics and resource readings in the lesson material.

History H503

(Grade 13 — One credit)

How well do you know and understand the history of Canada? This course provides the student with an opportunity to read about and interpret the contributions of interesting personalities, and to examine major events that have made Canada what it is today.

The historical method is used to examine a variety of Canadian themes: Native Peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they develop in the course to design a self-directed research project.

The basic text for the course is:

Herstein H.H.; Hughes, L.J.; and Kirbyson, R.C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

This text is supplemented by a variety of resources that are provided with the lesson material.

Latin

Latin L211

(Grade 10 — One credit)

This is a first course in Latin using a modern approach. Besides teaching the language, it aims to stimulate interest in ancient Mediterranean culture and in the world of words. It examines the role of Latin in English, French, and other languages.

The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach*, are used to present the basic forms and give practice in their use.

Students who wish to hear Latin read aloud and practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L311

(Grade 11 — One credit)

In this second course in new-approach Latin, emphasis is given to developing an ability to translate from Latin into English and to write simple passages in Latin. Students should have completed L211, or its equivalent, before attempting this course.

After a brief review to recall basic language structures studied in the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach*. From reading selections in the original Latin and from textual and lesson material students will learn more about the Roman way of life.

A study supplement is included with the first lessons. It is especially useful for those who need review or have studied previously from courses such as the Cambridge Series and Lingua Latina that use a different approach to Latin.

Students who wish to hear Latin read aloud and practise pronunciation may request a recording which has been prepared for these correspondence courses in Latin.

Latin L411

(Grade 12 — One credit)

L411 is suitable for students who have studied L311, or its equivalent. The emphasis is on reading Latin literature for comprehension and for a better understanding of the everyday life and social customs of the ancient Romans. As in the other Latin courses, language skill is considered to include the ability to write with some degree of ease in the language. Students will be given opportunities to practise this skill.

Chapters 39 to 56 of *Latin for Canadian Schools: A New Approach* are covered. Short reading selections introduce the works of the masters of Latin prose.

A supplement provided for use with the lessons will be valuable for students who enter the course without having taken Latin L311.

Latin L551

(new course)

(Grade 13 — One credit)

Latin L411, or its equivalent, is the prerequisite for this course, which aims to make students more knowledgeable about Classical literature and appreciative of our heritage from the past.

The course is based on chapters 57 to 76 of *Latin for Canadian Schools: A New Approach* (provided on loan to the student). This book supplies the prose readings and the word forms and language structure. Readings in Latin poetry form an important part of the course. A study supplement is included to help those who need review or have studied previously from courses using a different approach to Latin.

The text for the course is:
Taylor, P. *Selected Latin Readings*. Toronto:
J.M. Dent, 1966.

Mathematics

The mathematics courses are divided into three categories:

Series A — Advanced Mathematics

Series B — General Mathematics

Series C — Mathematics for Business

A general description of the series is given at the beginning of each series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A — Advanced Mathematics

Series A is designed for students who wish to have one or more of the following:

- *preparation for the study of mathematics in Grade 13 and possibly beyond;*
- *courses that are theoretical rather than practical;*
- *an insight into the modern approach to mathematics;*
- *challenging courses designed for students who are strong in mathematics.*

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowledge of modern mathematics should begin by selecting M111x.

M511 and M522 do not require a knowledge of modern mathematics.

Mathematics M101

(Grade 9 — One credit)

This is the first course in the series leading to Grade 13 studies in mathematics. It would be appropriate for students with only a year or less of high school general mathematics. The course has been designed specifically for adults who may not be familiar with the modern approach to mathematics. Whereas M111x is a short survey course, M101 deals with each new topic in detail, giving ample opportunity to practise new skills.

The topics covered include: the language of sets; properties of natural numbers; integers and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first-degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials including factoring; and a brief introduction to geometry.

Mathematics M251

(replaces M201)

(Grade 10 — One credit)

This new course represents the most recent concepts in mathematics education at the Grade 10 level. Presented in a highly personal style, it shows that math can be fun, as well as stimulating.

M251 makes use of familiar, everyday happenings to stress its intent. Many examples and practice exercises are used to help the student.

The topics covered include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry; and three-dimensional geometry.

Mathematics M303

(Grade 11 — One credit)

This is the third in a series of four courses leading to studies in Grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics.

A significant number of new topics are introduced, including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

(Grade 12 — One credit)

A student completing this course will be well prepared for any mathematics course at the Grade 13 level. At this stage, the various topics studied previously begin to fit together and the structure of mathematics can be appreciated.

Taking functions as a unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. The student is given opportunities to apply this knowledge to practical problems. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M511**Mathematics of Investment**

(Grade 13 — One credit)

This course will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general.

Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra.

The topics covered include: annuities; bonds; mortgages; monthly payment plans for houses and automobiles; depreciation; capitalization; borrowing of money; and calculation of interest rates.

No textbook is required.

Mathematics M551**Relations and Functions**

(Grade 13 — One credit)

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping.

Students should have completed four advanced mathematics courses beyond the elementary school level before enrolling in M551.

The topics covered include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

No textbook is required.

Mathematics M522**Calculus**

(Grade 13 — One credit)

Calculus is the study of how one variable changes with respect to another.

In this practical course, theory has been kept to a minimum. Students requesting the course should have completed four mathematics courses beyond the elementary school level, including an intensive study of algebra and analytic geometry.

Power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum and minimum concepts. Integration, or the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers.

The textbook for the course is:

Del Grande, J.J., and Duff, G.F.D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M553**Algebra**

(Grade 13 — One credit)

Students planning to study mathematics or related subjects at university may select this as a third credit in mathematics. Some topics relate to further study in the social sciences. Four advanced mathematics courses beyond the elementary school level are recommended.

The topics covered include: set theory; permutations and combinations; binomial theorem; probability; vectors; and matrices.

The textbook for the course is:

Coleman, A.J. et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Mathematics M111x

(Grade 9 — One-half credit)

Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, the Advanced Mathematics series.

The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Series B — General Mathematics

Series B is designed for students who wish to have one or more of the following:

- *a mathematical background of a general nature, but not preparation for university mathematics;*
- *preparation for a trade-training or apprenticeship program;*
- *knowledge of practical mathematics;*
- *preparation for post-secondary courses, admission to which does not require a background in modern mathematics;*
- *preparation for the Grade 13 courses, Mathematics of Investment M511 and Calculus M522.*

Mathematics M100

(Grade 9 — One credit)

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, or industry should find this course valuable.

Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume, in both imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M240

(replaces M200)

(Grade 10 — One credit)

Practical application of mathematical concepts continues to be the focus of this course. A sound knowledge of arithmetic is the only requirement. M100, or equivalent, is not a prerequisite.

The topics covered include: techniques of representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and the properties of the circle.

Mathematics M302

(Grade 11 — One credit)

Recognizing that many adults wish to resume the study of mathematics at this level, this course begins with a review of topics normally dealt with in earlier courses.

Following a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers, the course goes on to the solution of equations and inequalities, types and interpretation of graphs, formulas and functions (with emphasis on linear functions and their graphical representations), systems of linear equations, linear inequations and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and an introduction to investment calculations including compound interest, amount, and present value.

Mathematics M402

(Grade 12 — One credit)

Four independent modules are presented, each ending with practical applications of the mathematical concept studied. The four modules include: statistics and probability; trigonometry; algebra; and the mathematics of investment. Students selecting this course should have completed M302, or equivalent.

The topics covered include: collection of data; standard deviation; misuse of statistics; calculation of odds; sine law; cosine law; resolution of forces; quadratic functions; quadratic equations; arithmetic and geometric sequences; amount and present value of an annuity; and amortization tables.

Students who have completed M403, or the equivalent, will not be granted an additional credit upon completing this course.

Mathematics M511**Mathematics of Investment**

See description on page 42.

Mathematics M522**Calculus**

See description on page 43.

Series C — Mathematics for Business

Series C is designed for students who wish to have one or more of the following:

- *a better understanding of arithmetic;*
- *more skill in computations;*
- *knowledge of how mathematics is used in our daily lives, particularly in business transactions;*
- *an upgrading in commercial mathematics;*
- *standing in mathematics up to and including Grade 12, but not beyond;*
- *courses adapted to students who find mathematics difficult;*
- *courses that do not include algebra or geometry.*

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160**Basic Arithmetic**

(Grade 9 — One credit)

Here is an opportunity for adult students to “go back to the beginning” in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment.

Mathematics M220x Consumer Computations

(Grade 10 — One-half credit)

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. The topics covered include: types of income; personal cash records; personal banking; day-to-day spending; and communications by mail, telegram, or cable.

It is not necessary to complete M160 before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathematics M222x Consumer Computations

(Grade 10 — One-half credit)

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course. However, students should have a working knowledge of simple arithmetic.

Mathematics M320x Investment Computations

(Grade 11 — One-half credit)

Here is an opportunity to find out how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond the elementary school level.

Mathematics M322x Business Computations

(Grade 11 — One-half credit)

Although this ten-lesson course is entitled Business Computations, it is not intended only for people in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler to the retailer and the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered.

A good basic knowledge of arithmetic is the only requirement.

Mathematics M420x Investment Computations

(Grade 12 — One-half credit)

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond the elementary school level is recommended.

Mathematics M422x Business Computations

(Grade 12 — One-half credit)

Taxes are a concern for everybody. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government — excise tax, excise duty, and sales tax, as well as import duties and foreign exchange. Payroll calculation is another topic that will be of interest to many. The course provides useful information for those employed in the business world as well as for individual citizens.

Science

Although some previous work in Science at the secondary school level is a definite advantage for students wishing to undertake Grade 11 or Grade 12 courses, those with no such previous training can request enrolment in some of the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, and Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

General Science

Science SC101

(Grade 9 — One credit)

An introductory course, SC101 offers students a good general background, touching on both biological and physical science.

The first ten lessons deal with biology, progressing from cell structure to invertebrates (animals without backbones) and a final study of the vertebrates (animals with backbones). Such a survey gives the student insight into the relationships between lower life forms and the highly developed ones.

The next ten lessons introduce the student to physical science. The topics covered include: sound, pressure, temperature, and the states of matter (solids, liquids, and gases).

Two science kits are included with the course.

Science SC201

(Grade 10 — One credit)

This course provides a logical extension of SC101, continuing the study of biology and physical science. The topics presented at this level tend to stress the practical and social aspects of science.

Topics in biology include: flowering plants, non-flowering plants, heredity, and ecology.

Topics in physical science include: force, work, energy, power, heat, light, electricity, and chemical energy.

Two science kits are included with the course.

Geology

Geology GL302

(Grade 11 — One credit)

This course introduces the student to the fascinating study of the physical history of the earth and the associated development of life on earth.

The course begins with a consideration of the geologist's work, covering practical aspects of geological study such as: the interpretation of geological maps; the examination of rock, mineral, and fossil specimens; the testing of rock samples in the field; and practice in making observations. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils.

The course also includes: a study of the rocks and minerals of the earth's crust; the internal process that produced, shaped, and gave texture to rocks; and the external processes that attack the earth's crust.

The course concludes with a study of the structure, landscape features, and natural resources of Canada, particularly those of Ontario.

Physics

Physics P303

(Grade 11 — One credit)

The aim of this course is to provide the student with an interesting and relevant study of the fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary school level, although it will also serve the student who wishes to consider physics with no intention of any further study in the field.

This is a comprehensive course built on a modular approach, including the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will achieve the following goals: an attitude of scientific curiosity; the application of the scientific method, recognizing its limitations; the interpretation of experimental results in terms of mathematical relationships; problem-solving through organization and application of data; recognition of technological and engineering activities as applications of the principles of physics, and the understanding of these activities in basic terms; an awareness of the historical development of ideas and concepts in physics, and the evolving nature of physical theories.

The student is helped to achieve these goals through the use of many sample problems and practice exercises.

Physics P503

(Grade 13 — One credit)

This Senior level course presents some fundamental concepts of physics, teaching the student how they were obtained experimentally, and how to apply them to new situations. Emphasis is given to the ability to reason rather than to memorize.

The topics covered include: light; wave theory; motion, vectors, and Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory, the photoelectric effect, photons, matter waves, and the energy levels of atoms.

Students enrolling in P503 should have standing in an introductory course in physics, such as P303.

The text for the course is:

Haber-Schaim, U. et al. *PSSC: Physics*. 4th ed. Toronto: D. C. Heath, 1976.

Chemistry

Chemistry C404

(Grade 12 — One credit)

This non-intensive course presents chemistry at a general-interest level, as evidenced by some of the topics covered: air pollution, water pollution, food chemistry, medicines, and drugs.

These and other topics — properties and classification of matter, bonding of atoms, chemical equations, electrolysis, acids and bases — are presented by means of experiments, enabling the student to observe, organize facts, and form valid conclusions. Experimentation forms the basis for a better appreciation of theoretical principles and applications.

C404 does not provide an adequate background for C550.

Chemistry C401

(Grade 12 — One credit)

In this course, emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and the aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions.

The topics covered include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; formation of ions; and the periodic classification of elements. Wherever possible, a topic is illustrated by an experiment and the result is used to develop theoretical concepts.

C401 prepares the student for C550.

Chemistry C550

(replaces C501)

(Grade 13 — One credit)

C550 expands the basic concepts studied in introductory chemistry courses, such as C401. It stresses understanding rather than the accumulation of facts.

The topics covered include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Students enrolling in this course should possess a knowledge of basic chemistry (atomic structure, gas laws, chemical reactions, the mole concept, nomenclature and equations) and a reasonable facility in mathematics. C401 or its equivalent will provide this background.

The text for the course is:

O'Connor, P.R. et al. *Chemistry Experiments and Principles*. Toronto: D.C. Heath, 1977.

Biology

Biology BY402

(Grade 12 — One credit)

The basic theme of this course is the origin of life, and its characteristics and variations. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Further lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this course as background, students should be able to reflect and comment effectively on many current social issues. Students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences will find BY402 invaluable.

Biology BY501

(Grade 13 — One credit)

The biology program at this advanced level is designed to help students prepare for life-science courses at the university level. The course emphasizes biochemistry, or the chemistry of cell activity, which includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. For this reason, the completion of an introductory course in chemistry is recommended.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text for the course is:

Galbraith, D., and Wilson, D.G. *Biological Science: Principles and Patterns of Life*, rev. ed. Toronto: Holt, Rinehart and Winston, 1966.

Technical Subjects

Carpentry CY300

Basic Carpentry

(Grade 11 — One credit)

This course is designed for the student who wishes to: (a) acquire a basic knowledge of carpentry and the building trades; and (b) develop fundamental skills useful to the carpenter or the homeowner. These objectives are achieved in CY300 through the teaching of the fundamental principles of general woodworking, the selection, use, and care of tools, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

The course consists of both theory and practical work. Students must provide their own tools in order to complete the practical assignments that form a part of the course. All tools required are relatively inexpensive and most are standard items in any homeowner's tool box.

The topics covered include: lumber; tools and their care; hand-tool operation; fastening techniques; blueprint interpretation; joints and mouldings; building construction; and domestic repairs and maintenance.

A student kit of special scale-sized lumber required for the practical assignments is provided.

Students who have completed an introductory course in carpentry elsewhere cannot obtain an additional credit for CY300.

Drafting D202

Basic Drafting

(Grade 10 — One credit)

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by a student who has completed an introductory course in drafting elsewhere.

Drafting D308x

Introduction to Blueprint Reading

(Grade 11 — One-half credit)

Students with no previous knowledge or training in the reading of engineering drawings will select D308x — a course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final supervised test.

The topics covered include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; steel specifications; and casting designs.

Drafting D318x

Intermediate Blueprint Reading

(Grade 11 — One-half credit)

This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and a final supervised test.

The topics covered include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerancing problems.

Visual Arts

Students who have had no previous formal education in drawing and painting should begin with A200. Mature students who do not wish to study practical art may choose any of the Art Appreciation and History courses. No formal background is required for the Related Arts courses.

Practical Art

Art A200

Beginning in Art

(Grade 10 — One credit)

Everybody has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required.

A basic art kit is supplied to the student.

Art A401x

Composing Your Art

(Grade 12 — One-half credit)

Art is creative expression. However, creativity requires effort and even the art student with some background in drawing and painting sometimes has difficulty in thinking of something creative and original to convey. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions.

The student is provided with an art kit and some basic materials.

Art A402x

Style in Art

(Grade 12 — One-half credit)

Through experience, an artist gradually develops personal means of expression in art and a personal style. In this course, the student carries out a series of practical projects that are designed to increase awareness of the significance of style and help the development of a distinctive style.

An art kit and a book of reproductions are lent to the student.

Art A501

The Artist's Study

(Grade 13 — One credit)

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are covered in this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from the correspondence teachers' assessment of their sketches and rough work, before proceeding to the final composition.

The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Students taking this course should have a basic grounding in art history and practical art. Two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text for the course is:
Brieger, Peter et al. *Art and Man*. Book 3.
Toronto: Holt, Rinehart and Winston, 1964.

Art Appreciation and History

Art A301

Through Artists' Eyes

(Grade 11 — One credit)

It is said that artists teach us how to see. Yet, we often have difficulty understanding the bizarre creations that they fashion for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered. The course ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the students' sensitivity to the world of art that surrounds them. No art background is required for enrolment in the course.

A portfolio of reproductions is lent to the student.

Art A303x

Art to 1500

(Grade 11 — One-half credit)

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed in the course. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. No previous background in art or history is required for enrolment in the course.

The textbook for the course, *Art and Man*, Book 1, is lent to the student.

Art A403x

Great European Art

(Grade 12 — One-half credit)

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era (early fourteenth century), through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged the great masters, Botticelli and Michelangelo, Dürer and Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgement of the art of any period.

A book of reproductions is lent to the student and a bibliography for further research is suggested.

Related Arts

Theatre Arts TA300 Introduction to Drama

(Grade 11 — One-half credit)

The art of acting and the nature of the theatre are the major themes developed in this introductory course. Basic acting skills, such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined.

The aim of the course is to develop the student's self-awareness and sensitivity to drama, and to encourage the student to participate in dramatic productions. No previous background is needed for enrolment in the course.

A supplementary text, *The Magic Mask*, by Marquerite Dow, is lent to the student.

Art A302x Prints Without a Press

(Grade 11 — One-half credit)

Printing consists of any of the means artists and artisans use to duplicate an image. Handprinting techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course — monoprints, stencils, cardboard cuts, and lino cuts — are simple to learn, but have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking.

A printmaking kit is supplied to the student.

Film Arts FA402x Film, the Lens, and You

(Grade 12 — One-half credit)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worthwhile subject and to show the student how to proceed with creating the image.

The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is given to the practical rather than the theoretical aspects of photography. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography.

Students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x Cinematography

(Grade 12 — One-half credit)

The subject of this course is the art of making movies. Filmmaking and film appreciation are the two objectives. Emphasis is given to the practical rather than the theoretical aspects of cinematography. Students are encouraged by means of assignments and projects to develop their own skills in filming.

The topics covered include: the principles of photography; composition; animation; film technology; film criticism; history and genre; and making your own films. It is not necessary for students taking this course to have any previous background in photography or filmmaking.

Students must have access to a movie camera in order to take this course.

